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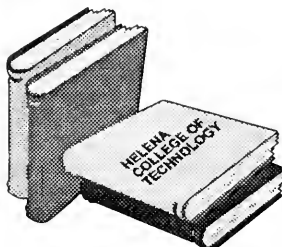
July 1994

Volume 12 No. 1

New College In Helena??

Beginning July 1, 1994 the Helena Vocational-Technical Center will become a branch campus of The University of Montana. The new name will be **Helena College of Technology of The University of Montana**. The new ZIP!Mail listing is under **Helena College of UM**. The contact person is Robyn Nelson (444-6821). If you wish to receive information about training classes please ZIP! them a note.

You may also register for classes through ZIP!Mail. Simply request a registration form from the College through ZIP!Mail, fill it out using WordPerfect and ZIP! it back to Robyn. Keep a copy of the original for next time or share it with your co-workers.



Looking Into Lotus

This article is going to focus on the creation and implementation of Lotus Macros. It will primarily focus on using 1-2-3 for Windows Release 4.0, however, it will also include the same commands for creating Macros using the previous DOS versions.

Classic mode commands are the commands which were used by the "Classic" DOS versions of Lotus.

What is a macro? A macro is a series of commands which, after being initiated by

The new name will be Helena College of Technology of The University of Montana.

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ISD
Information Services Division

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Published by the Information Services Division

the user, will carry out a command or series of commands. When we wish to make a column wider in "Classic" Lotus we type:



/wsc and then type in a width setting and press enter. We could set this command up as a macro. It would look like this: /wsc15~. We set our column width to 15 spaces. The tilde(~) is what Lotus understands as an <enter> command.

We now know how to write the proper syntax for the macro, but how do we activate the command sequence? What Lotus uses to define a macro is a range-name-label. What this does is define the code range which we can then link to an Alt (Classic) or Ctrl (Windows) key, or a word sequence. Lets go through the steps necessary to create our macro

A macro is a series of commands which, after being initiated by the user, will carry out a command or series of commands.

1 Move your cursor to an empty cell and type in \c. We need the apostrophe first because if we do not label our \ then Lotus will activate the repeat function

2 Now move your cursor, staying in

the same row, to the column to the right. We now type in our macro sequence. Type: (Classic)/wsc15~ or (Windows){column-width 15}. Again you need the apostrophe because the / would have activated the menu. If you have written the (Windows) command sequence, remember to enclose using the {} brackets.

3 Once again move your cursor to the cell where you typed \c and choose. Range-Name-Label-Right and press enter. Our macro is now finished. If you wish to use this macro then press (Classic)Alt C or (Windows)Ctrl C and your column is 15 spaces wide.

Now that we have some idea of how macros work I will give you two more basic macros that you can add into your spread sheets. Note you need to have WYSIWYG capabilities.

(Classic):

Draw a box around a cell.

\b :fla~

Removes a box around a cell

\c :flca~

(Windows):

Draw a box around a cell

\b {style-border "outside";"on";;0;0}

Removes the box around a cell

\c {style-border "outside";"off";;0;0}

As you can see the new (Windows) macro commands are quite verbose and remember that the (Classic) commands will still work in 123 Release 4.0 for Windows. If you have any questions about macros or any other Lotus 1-2-3 feature, please call Brian Divine (444-2791).

ZIP!Tips

A common feature of electronic mail is the ability to send files to other E-Mail users. With the different versions of

WordPerfect and Lotus amongst State agencies, it is imperative that everyone send documents that can be read by the recipient to



maintain the integrity of E-Mail's capabilities.

The State standard wordprocessing and spreadsheet packages are WordPerfect and Lotus. Both packages are available in Windows as well as DOS versions. If you are sending a WordPerfect 6.0 or Lotus 4.0 Windows version, it is important to find out if the recipient has the same Windows version of the product. Otherwise, the recipient will not be able work with the document you are sending. They will receive an "Incompatible Format" message when trying to retrieve the item.

WordPerfect 5.2 and 6.0 for Windows have the ability to perform a "Save As" function to save the document in a DOS format. As well, in Lotus for Windows

Deadline/Editor's Note

If you would like to submit an article to **News and Views** for publication, please send it to Curt Secker or Irv Vavruska, preferably via ZIP!Mail. Please have your article in by the date listed below for inclusion in the corresponding month:

August Issue	07-15-94
September Issue	08-19-94
October Issue	10-17-94

Calendar of Events

July 4 Independence Day
Holiday

July 12 Information Technology
Advisory Council (ITAC)
meeting.

July 13 Information Technology
Managers' Group (ITMG)
meeting.

you can save the document created in other Lotus versions.

A common feature of electronic mail is the ability to send files to other E-Mail users.

To alleviate any confusion different software versions cause, send the recipients a message asking them what version of software they are using. Then proceed with the document transfer.

If you have any questions on document transfers, or any other E-Mail question, please call Sue Skuletich (444-1392) of End User Support.

CorelDRAW! 4.0

Quicker Object Copying



If you have ever copied an image from one page to another in a CorelDRAW! file by using the Copy/Paste method, you know it's slow. A better way of performing the same function can be done as follows: Select the image you want to copy and choose **Edit, Duplicate**. Move the duplicate completely off the page and onto the pasteboard (the area that surrounds the page). Now when you go to any other page in the file, you'll see that image on the pasteboard. Simply move it off the pasteboard and onto the page.

Now you See it... Now you don't...

When you try to edit a text block with multiple paragraphs of text using the Edit Text dialog box, you may wonder where all your wonderful text has gone. It didn't disappear, CorelDRAW! displays only one paragraph of text at a time within the dialog box. To move to the next paragraph, click on the down arrow to the right of the text box's scroll bar. (The scroll bar will not move you between paragraphs.) To return to the previous paragraph, click on the up arrow to the right of the text box's scroll bar.

If you have any questions contact Jerry Kozak (444-2907).

Another Windows Freebie! - DLLMAN

DLLMAN is free Windows program to help you discover relationships among executable (EXE) files and Dynamic Link Libraries (DLL's). DLLMAN will do two things for you:

It will show you the set of DLL's referenced by an EXE or DLL.
It will show you the set of DLL's and EXE's that reference a DLL.

You open a file, either a DLL or EXE, into DLLMAN in the usual Windows manner using a **File, Open** command. You can also put the file name on the command line or drop a file from the File Manager into the DLLMAN frame window background.

DLLMAN will do two things for you: It will show you the set of DLL's referenced by an EXE or DLL. It will show you the set of DLL's and EXE's that reference a DLL.

Once the file is opened, the list of DLL's required to run the file will be displayed in the window. DLL's that cannot be found will be shown in red, DLL's that are found will be followed by the complete path name of the file. Windows will use for that DLL.

If a DLL is missing, you can use the **Search, Locate** DLL command to find the necessary file if it exists on your system. Certain DLL's are built into Windows and, although shown as not found by DLLMAN, are always present. They include KEYBOARD, KERNEL, GDI, and USER. The toolbar includes



an icon for the **Search, Locate** DLL command; you can also run the command by double-clicking on the DLL name.

You can also use DLLMAN to find out what files use a given DLL. To do this, open the DLL into a window, set the search root, and run the **Search, Locate Usage** command. There is also an icon on the tool bar for this command.

DLLMAN will print the contents of its windows, and will copy the contents of a window to the clipboard in text format.

If you would like a copy of DLLMAN, contact Denny Knapp of End User Systems Support (444-2072), or if you prefer through ZIP!Mail. A copy can be sent to you through ZIP!Mail, Deadhead, or U.S. Mail.



From the Sysop's Corner

Over the past month, several State Employees have asked me how to get onto the State of Montana Electronic Bulletin Board System. There are actually two different ways to get onto the Bulletin Board System:

1. If you are on the Capitol Complex Backbone (CCB), then you can use an executable called STATEBBS.EXE. This will automatically attach you to the State Bulletin Board System via the Network. This executable may be obtained from your Agency's BBS Contact Person or the State's Sysop. The current version of this executable is V1.1

2. If you are not on the CCB, then you will need to call via modem. The phone numbers for the State Bulletin Board System are 444-5648 in Helena, and 1-800-962-1729 elsewhere in the state. The Bulletin Board System supports baud rates up to 14.4K baud. It requires eight data bits, no parity, and one stop bit. In addition, the use of ANSI terminal emulation is highly recommended, and availability of a "Doorway Mode" in your communications software will be very useful.

For those of you already participating on the board, a couple of items have changed. These include:

1. STATEBBS.EXE has changed. The newest version is V1.1. Support for the original version will end on 8/1/94, and as a result all users currently using V1.0 will have to upgrade to V1.1 prior to

that time. The newer version improves security and fixes a couple of bugs found in the original release.

2. The upload procedure for agencies has changed. A program called UPLOAD.EXE has been written which greatly simplifies uploading files. This program eliminates the need to create a FILEDESC.TXT file and to manually ZIP! the files together. In addition, if STATEBBS.EXE works on your machine, UPLOAD.EXE will automatically upload the file to the Bulletin Board System.

If you have any questions about the State Bulletin Board System, please call your agency's BBS contact or the State's Sysop, Forrest Christian (444-2921).



Term Contract Status

Price Lists

ISD has available the latest price lists for Dell, DEC, IBM, HP, and IBM Maintenance. All of the latest price lists are sent via ZIP!Mail. If you would like a copy, give Brett Boutin (444-0515) or Dan Sidor (444-2029) a call. Remember to also look for the latest prices under the GUEST\CONTRACT.TRM subdirectory on the ISDNOVS01 server.

DELL

Dell has announced a new 3 year limited warranty on the OptiPlex,

NetPlex, and OmniPlex. There's currently some promos offered by Dell, including great deals on bundled Dimension XPS, OptiPlex, and Pentium systems, and also on notebooks. You'll see many of these deals in the trades, or call Brett or Dan for details.

IBM Maintenance

When signing up for PC maintenance for an IBM machine, the system unit price includes the original hard drive. However, when placing non-IBM equipment under maintenance, remember there's a separate charge for the hard drive(s). You'll find the hard drive sizes and prices near the end of the price list. Contact Brett or Dan if you have any further questions.

ISD Customer Support Center 444-2000

Got a problem (opportunity)? Do you need ISD assistance for any of your information processing requirements? Then contact the ISD Customer Support Center (formerly the Network Assistance Center), which is our central point of contact.

Distribution Notes

774 copies of this public document were printed at a cost of \$310.

Distribution costs are \$18.25

102 copies of this document were distributed electronically at no cost

Editors: Curt Secker and
Irv Vavruska

Training News

This document has been assembled by the Helena College of Technology of the UM. If you have any questions about enrollment, please call 444-6800.

To enroll in a class, you must send or deadhead an enrollment application to the State Training Center, HCUM, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class.

All classes will be held at the Helena College of Technology, Room 210, at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1st.

	DATES	COST	LENGTH
Data Network/Mainframe Classes			
Intro to Novell Networking	July 6 & 7	170.00	2
Microcomputer Classes			
Introduction to Windows	July 14	85.00	1
PC Maintenance	July 27 & 28	170.00	2
Introduction to Windows	August 24	85.00	1
Introduction to DOS	September 1	85.00	1
Intermediate DOS	September 2	85.00	1
Introduction to Windows	September 6	85.00	1
Word Processing Classes			
WordPerfect for Windows	August 25	85.00	1
Introduction to WordPerfect	September 26-28 am	127.50	1 1/2
WordPerfect Merge & Sort	September 29 am	42.50	1/2
WordPerfect Macros	September 30 am	42.50	1/2
WordPerfect 6.0	September 26- 27 pm	85.00	1
Spreadsheet Classes			
Intermediate Lotus	July 25	85.00	1
Introduction to Lotus	August 16 & 17	170.00	2
Lotus for Windows	September 12 & 13	170.00	2
Database Classes			
Intermediate R.BASE	July 12 & 13	170.00	2

The Helena College of Technology makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the College no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6800.

ISD CLASS ENROLLMENT APPLICATION
*COMPLETE THIS APPLICATION **IN FULL** AND*
*RETURN IT **ONE WEEK PRIOR** TO THE FIRST DAY OF CLASS*

COURSE DATA
Course Requested: _____
Date Offered: _____

STUDENT DATA
Name: _____
Soc. Sec. Number (for P/P/P): _____
Agency & Division: _____ / _____
Mailing Address: _____ _____
Phone: _____ Agency # : _ _ _ _
How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience. _____ _____ _____

BILLING INFORMATION/AUTHORIZATION <u>MANDATORY</u>
Responsibility Center: _____
Authorized Signature: _____

**FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.**

**DEADHEAD COMPLETED FORM TO:
COMPUTER TRAINING CENTER, HELENA VO-TECH
PHONE 444-6800 FAX 444-6892**

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